

# Procedures For Outlook Profile Creation

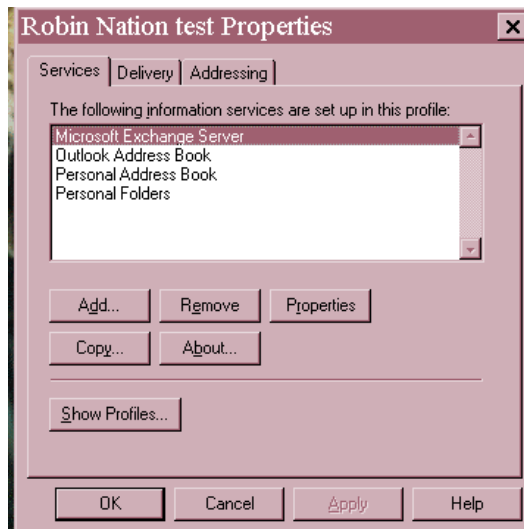
Go to **Start..Settings..Control Panel**

Select **MAIL and FAX**



Highlight **Microsoft Exchange Server**

Select **Show profiles**



The only profile on installation will be **Microsoft Outlook**..A **unique Profile** to customer should be added...

Select **Add** and *uncheck Microsoft Mail and Internet Mail*

**Microsoft Exchange Setup Wizard**



Select the information service(s) that you want to use with Microsoft Exchange.

☒ Use the following information services

- ☒ Microsoft Exchange Server
- ☐ Microsoft Mail
- ☐ Internet Mail

☐ Manually configure information services

< Back   Next >   Cancel

Select **Next**

*Type in Unique name*

**Microsoft Exchange Setup Wizard**



Type a name for this new profile. The name will distinguish this profile from other profiles that you create.

Profile Name

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Microsoft Server field: Type **Exchange Server** name example **Agency3**  
In Mailbox field: Type the name as it appears on the **Global Address List**  
example **Doe, Jane (appendage)**



**Microsoft Exchange Setup Wizard**

**Microsoft Exchange Server**

Please enter your Microsoft Exchange server and Mailbox name.

Microsoft Exchange server:

Server name

Mailbox:

Doe, Jane (appendage)

< Back   Next >   Cancel

**Select next, no is correct answer. The only time yes is a correct answer is a laptop. Select next...**



**Microsoft Exchange Setup Wizard**

**Microsoft Exchange Server**

Do you travel with this computer?

☐ Yes

☒ No

If you choose Yes you will be able to read and compose mail while not connected to a network.

If you choose No you will only be able to read and compose mail when connected to the Microsoft Exchange Server via a network or modem.

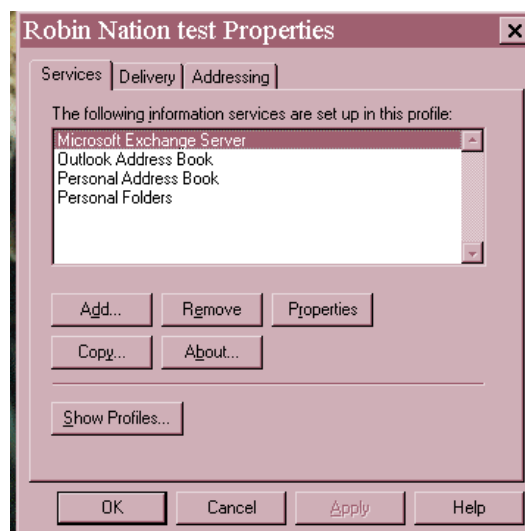
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**Hit finish**

**Go back to *Properties* and Show Profiles**

**Select Profile you made and do Properties**



**You should see the server and display name**



The screenshot shows a Windows-style dialog box titled "Microsoft Exchange Server" with a close button (X) in the top right corner. The dialog has four tabs: "General", "Advanced", "Dial-Up Networking", and "Remote Mail", with "General" currently selected. Inside the "General" tab, there is a section labeled "Microsoft Exchange server:" containing a text box with the text "Server name". Below this is a section labeled "Mailbox:" containing a text box with the text "Doe, Jane (appendage)" and a button labeled "Check Name" to its right. Further down is a section titled "When starting" which contains two radio button options: "Connect with the network" (which is selected) and "Work offline and use dial-up networking". Below these radio buttons is a checkbox labeled "Choose the connection type when starting" which is currently unchecked. At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

**Select Check Name**

**If the information is correct the name and server will underline..hit ok and launch outlook**